



ALABAMA QUALITY ASSURANCE FOUNDATION  
Medical Quality Assurance

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**QIO GENERAL MEMORANDUM 0205-04**

**TO:** Alabama Hospitals  
Administrators,  
Utilization/Review Staff,  
Directors of Nursing  
Directors of Medical Record Department (HIM),  
Chief of Staff,  
Quality Assurance Chairman,  
Compliance Officer,  
PPS Contact,  
PEPP Contact;  
HCQIP Contact  
Health Maintenance Organizations

**FROM:** Henry W. Koehler  
Chief Executive Officer

**DATE:** March 14, 2003

**SUBJECT: Update on Hospital Requirement  
Medicare Physician Acknowledgement Statement  
Procedure and Replacement Forms - Discard old forms**

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This General Memorandum is to provide an update and a reminder to Alabama Medicare Inpatient Providers of the continuing requirement for Physician Acknowledgement Statement completion and submission. This Memorandum replaces previously issued instructions in General Memoranda 93/96-17 and 96/99-13. **Revised forms** are enclosed with this memorandum. Discard all old forms as they will no longer be accepted after the date of this memo.

Medicare Regulations at 42 CFR 412.46 require hospitals to obtain only one signed acknowledgement statement from physicians who are granted admitting privileges at a particular hospital. Physicians must complete the acknowledgement statement at the time he or she is granted admission privileges or before or at the time the physician admits his or her first Medicare patient to the hospital. Existing signed acknowledgement statements by physicians already on staff remain in effect as long as the physician has admitting privileges at your hospital.

When a hospital submits a Medicare claim, it must have on file a signed and dated acknowledgement statement from the attending physician that the physician has received the notice specified in 42 CFR 412.46(b). Hospitals unable to fully comply with these conditions may be subject to payment being withheld until the hospital provides assurance of compliance or

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termination of the hospital's provider agreement by Centers for Medicare and Medicaid Services (CMS).

AQAF is required to monitor hospital compliance to these regulations. The attached listing contains physicians for whom you have submitted acknowledgment statement forms in the past. Please review this list carefully and **send signed/dated acknowledgement statement forms along with the attached completed report form on any physician with admitting privileges who is not on this list.** Physicians not on the list that have been admitting to your facility are not required to place the date of their first Medicare claim submitted but should have the remainder of the report form completed. If you are unable to

identify the actual date the physician first signed an Acknowledgement Statement and the physician signed prior to January 2000, you may have the physician complete a current Acknowledgement form and indicate "grandfathered in" on the date line. Submit with a completed Report form on this physician.

Physicians granted admitting privileges after the date of this memo should have the date of the first Medicare hospital claim submission placed in the designated space on the reporting form. Both forms should be forwarded to AQAF when complete. Upon receipt, these names will be entered into a database to prevent further notification to your facility regarding aberrancies.

It is your continuing responsibility as a Medicare provider to obtain signed, dated acknowledgment statements on physicians granted admitting privileges to your facility and forward a copy to AQAF. AQAF will continue to monitor hospital compliance to this requirement.

**ACTION ITEMS:**

1. Review attached list, sending to AQAF signed acknowledgement statement form and report form on any physician not on the list.
2. Forward to AQAF your policy of obtaining signed acknowledgement statement forms and report forms on new physicians.
3. Continue forwarding to AQAF acknowledgment statement forms and report forms on new physicians with admitting privileges.
4. Maintain original signed Acknowledgement Form and completed Report form in your files.

Questions concerning these requirements may be directed to Dixie Ragland, 1-800-760-4550, Ext. 3207 or Cynthia McIntosh, Ext. 3506.

ENCLOSURES: Physician Acknowledgement Statement Form  
Physician Acknowledgement Report Form

cc: AQAF Board of Directors; FMQAI; Region VI Project Officer, M. Horsley/ALAHA; Cary Kuhlman/MASA; Frazer Rolen/ALAHA-B'ham; Lynda Northcutt/Cahaba GBA; Greg McKinney, M.D., Cahaba GBA; HCQIP/HPMP Advisory Committee; Mary Woon, MoO.